



REQUEST FOR PROPOSALS FOR PERFORMANCE OF EXPERT PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES ON AN AS-NEEDED BASIS FOR THE PORT AUTHORITY AIRTRAIN NEWARK REPLACEMENT PROGRAM DURING 2023 THROUGH 2030
RFP NO.6000001388 - REQUEST FOR INFORMATION
DATE: 03/07/2023

RFI #	Section Reference	Question/Request for Clarification	Port Authority Response
30	Attachment E, Item 4 (on Page 1	We kindly request that PANYNJ revise Attachment E, Item 4 (on Page 1) as follows: "The Director may disapprove if, in his/her sole opinion said items are not in accordance with the requirements of this Agreement, or accepted professional standards, or are impractical, uneconomical or unsuited in any way for the purpose for which the contemplated construction or services is intended... "	No change will be made. This language will remain as is.
31	N/A	Please confirm that escalation factors will be allowed for the rates provided under Attachment D - Staffing and Cost Analysis Sheet.	Please review Section 6.A. of Attachment E - "MCF Design Services Agreement", discussing increased salary rates "For compensation purposes under this Agreement, no said salary or amount shall exceed the salary or amount received by said personnel or rate customarily billed for a partner or principal as of the effective date of this Agreement unless the Director has been notified in advance, in writing, of the increased salary, rate or amount and approves the increase. At the Authority's discretion, in lieu of the compensation terms set forth in Section 6.A. above, Task Orders may be issued

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			<p>whereby lump sum compensation is required. Those lump sum Task Order requests will include terms and conditions with respect to compensation, and you shall be required to submit a staffing analysis. For Task Order requests issued whereby the terms and conditions as stated in Section 6.A. above apply, the attached approved salary schedule, or any previously Authority-approved salary increase shall prevail...</p> <p>The Authority reserves the right to interview and approve any and all personnel, amounts, billing rates and salaries of said personnel performing services under this Agreement. Any costs incurred by the Consultant pertaining to interviews of prospective personnel, if any, are not billable to the Authority. When requesting salary or billing rate adjustments for one or more of its personnel, the Consultant shall submit his/her name, title, current direct hourly rate or billing rate, proposed new direct hourly salary or billing rate, resulting percentage increase, effective date and reason for the requested change, setting forth in detail any increased cost to the Consultant of providing the services under this Agreement which has given rise to the request for increased salary. For adjustments submitted after the effective date of this Agreement, the Authority will grant an increase only if the Consultant demonstrates compliance with all of the following conditions: that increases in salary, or partner's or principal's billing rate or amount, are a) in accordance with the program of periodic merit and cost of living increases normally administered by it, b) warranted by increased costs of providing services under this Agreement, c) based upon increases in salaries and billing</p>

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			<p>rates which are generally applicable to all of Consultant's clients and d) in accordance with the Authority's salary rate increase policy for the current year for Authority employees possessing comparable skills and experience. If, during any calendar year, Authority limits are not available to the Consultant in a timely fashion, increases falling within such limits may be approved retroactively, as appropriate. The amount of increase in salary or billing rate, if any, to be applicable under this Agreement will in all cases be finally determined by the Director or their designee, in their sole and absolute discretion."</p>
32	N/A	<p>Are forms PA 3760C and PA 3760SDV1 required to be submitted at the same time as our proposal or after award?</p>	<p>Per section H. "Diversity and Inclusion" of the RFP Letter "the selected Consultant(s) shall submit to the Authority for review and approval prior to commencing any services, along with invoices, the Statement of Subcontractor Payments in the form of the MBE/WBE Participation Report (Form PA 3760C) and concerning SDVOB participation, the Proposer shall submit the SDVOB Participation Plans (Form PA 3760SDV1), both of which may be downloaded at https://www.panynj.gov/portauthority/en/business-opportunities/Vendor-Resources.html." However, to the extent possible Proposers should provide the name MBEs or WBEs they intend to work with under section D. "Staff Qualifications and Experience," in response to the following "The Proposer should elaborate on the extent to which the specific team for the proposed work includes M/WBE Participation either across functions within the scope of work or for specific functions within the scope of work; and the extent to which there will be services</p>

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			provided by minority and women individuals in a variety of meaningful, core positions as leads on the specific team."
33	N/A	Page 3 of the RFP states "Proposal submissions (Excluding Cost Proposals) will be accepted by upload only" Question – Where and how do we submit the cost proposal (Attachment D – Staffing and Cost Analysis Sheet)?	This was an error which was updated in Addendum #1. The Cost Proposals should in fact be uploaded with the Proposal on the RFP Proposal Due Date.
34	N/A	Page 5 of the RFP states "As part of your technical approach, prepare a staffing plan for performance of each task in Attachment A, using the Excel spreadsheet Attachment D (Staffing and Cost Analysis Sheet) o Question – Is this where the cost proposal is submitted or are submitting just names and titles for each task?	The Cost Proposal and Attachment D "Staffing and Cost Analysis Sheet" should be all provided on the Proposal Due Date and uploaded to Bonfire.
35	N/A	Please confirm if the PANYNJ will be releasing concept plans to the bidders to provide an accurate and competitive staffing and cost analysis. Due to the complexity of the project and the need of receiving concept plans to develop the workplan and fees we would like to request a two-week extension of current the proposal submission date of March 9.	Concept plans will be provided to the selected Proposer. The Proposal deadline will be extended to Tuesday, March 14th. Please refer to Addendum #2 with the update.
36	N/A	The RFP mentions two "Option Periods" where the contract could be extended. Please explain the method of determining fees for any contract extension.	Fee increases are subject to PA staff increases. Please also refer to response to question #31 regarding increases.
37	N/A	Are special inspections required as part of this contract?	No, they are not required.
38	N/A	Based on the 8 year duration of this contract, please confirm that the costing to be provided in Attachment D (Staffing and Cost Analysis Sheet) is a "baseline" cost, and that escalation can be applied to this costing on an annual basis as mutually agreed?	Please see response to question #31.

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39	N/A	Please confirm that rates to be provided in Attachment D (Staffing and Cost Analysis Sheet) will be adjusted annually based on inflation and cost of living on a mutually agreed basis?	Please see response to question #31.
40	N/A	We respectfully request that the proposal due date be extended by 2 weeks to March 23.	The Proposal deadline will be extended to Tuesday, March 14th. Please refer to Addendum #2 with the update.
41	N/A	Will this be awarded to one firm or multiple firms?	It is currently anticipated that this scope of services will be awarded to one firm.
42	N/A	<p>The RFP indicates that it is "FOR PERFORMANCE OF EXPERT PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES ON AN AS-NEEDED BASIS" however, Attachment D "Staffing and Cost Analysis Sheet" Column D is for the input of hours.</p> <p>In the past when we have submitted proposals for "on-call" or "as-needed" services with the PANYNJ, the initial proposal has included qualifications and billing rates but no fees. If we are awarded the on-call contract, when a task order is issued, we then submit a proposal for the hours and total fees.</p> <p>Should Column D be left blank or is the intent that we should include a total fee?</p>	Please note that this is not an on-call contract. Proposers should be submitting their hourly rate per individual as well as the hours for each individual per each task in the Attachment D. Proposers should also then compute all of these items to propose the "total cost." Therefore, Column D should be provided with a total fee.